Commissioner Deborah A. Gist's
Field Memo Alert
Tuesday, August 28, 2012

RIDE to launch RIDEmap on September 12; portal will provide educators with access to EPSS, IMS systems – *Action Items*

On Wednesday, **September 12,** RIDE will open the RIDEmap portal, which will provide all Rhode Island educators with access to user-friendly data systems that will help improve teaching and learning.

These systems include the Educator Performance and Support System (EPSS), which will guide educators through the evaluation process, and the Instructional Management System, which will provide educators with data and information on curriculum, professional development, and assessments, including formative assessments and locally developed Rhode Island interim assessments. We will add more data systems to RIDEmap in the coming months.

In order to ensure that all educators have ready access to RIDEmap and that they can begin using these tools and resources as soon as possible, we encourage you to:

> ***Designate your EPSS District Configuration Administrator.***
> RIDE recently requested all LEAs to designate one or two individuals for the role of EPSS District Configuration Administrator. These Administrators will serve as the points of contact for key system information and updates, and they will be responsible for ensuring that all evaluators have access to the EPSS and that their evaluation caseloads are correct. Our EPSS team provided training to District Configuration Administrators over the past two weeks, and we will continue to make training resources on available our website. If your District Configuration Administrator was unable to attend the required training, please notify Shoba.Annavarjula@RIDE.ri.gov.

> ***Designate your District IMS Technology and Data Lead.***
> RIDE recently requested that all LEAs complete and submit the Instructional Management System (IMS) Roles Form to identify a District IMS Technology and Data Lead to support a successful deployment of the IMS. Responsibilities of the District IMS Technology and Data Lead include ensuring connectivity, login credentials, providing software/hardware support, linking courses to curriculum, addressing data issues, and assigning permissions and security to users within the system. For more information on IMS deployment readiness please see the IMS Deployment guide (http://www.ride.ri.gov/Division-EEIE/DOCS/IMS/IMS_Deployment_Guide.pdf) or contact Heather.Heineke@ride.ri.gov or Robert.Measel@ride.ri.gov .

> ***Designate your Single Sign-On Administrator and ensure that your Administrator attends training this week.***
> RIDE has requested that all LEAs designate a Single Sign-On (SSO) Administrator, who will be your liaison to the RIDEmap Login System that manages user profiles and controls access to RIDEmap. If you have not yet selected your SSO Administrator, please do so as soon as possible, and please be sure that your SSO Administrator attends one of the two training sessions RIDE has scheduled this week:

>> **Thursday** (August 30). 9 a.m. to noon

West Bay Collaborative, 144 Bignall St., Warwick 02888
To register:

> http://www.eride.ri.gov/workshopReg/roster.aspx?workshopid=545

Friday (August 31), 9 a.m. to noon
West Bay Collaborative, 144 Bignall St., Warwick 02888
To register:

> http://www.eride.ri.gov/workshopReg/roster.aspx?workshopid=546

The content will be the same for both sessions. We have attached the agenda for the training sessions.

Encourage your educators to validate their e-mail address so that they can access RIDEmap.
Several weeks ago, in preparing to launch RIDEmap, we asked all educators with an existing profile in our Certification System to validate their e-mail address. Those who have done so will receive a user name and temporary password for access to RIDEmap. We will begin sending these notifications from RIDEmap@RIDE.RI.gov on **September 7.**

We had planned to launch RIDEmap and to provide access to the EPSS and the IMS by the end of the month. Through our training process, however, we were able to test the RIDEmap system and identify a number of potential issues. We have decided to launch RIDEmap on September 12 so that we can take the necessary steps to make sure RIDEmap opens smoothly and provides all educators with a useful and valuable resource.

Thank you for your commitment to ensuring the success of RIDEmap and the RIDE data systems. We will continue to provide you with details about the RIDEmap launch and about the features of RIDEmap in the Commissioner's Field Memos that we disseminate every Friday.

Attachment to this Field Memo Alert:
SSO Training Agenda 8-30-12